

✓ Business Start-up Check-list:

1. BUSINESS PLAN AND TECHNICAL ASSISTANCE

- ☐ **Draft a Business Plan**
- ☐ **Seek free Technical Assistance**

2. FINANCING YOUR BUSINESS VENTURE

- ☐ **Secure financing for your business**

3. CHOOSING A LOCATION FOR YOUR BUSINESS

- ☐ **Choose a location**
- ☐ **Contact the City's Development Services and run a zoning check**

4. LICENSING AND PERMITTING

- ☐ **Obtain all necessary permits and licenses with the City**
- ☐ **If applicable, obtain other additional state and/or federal permits and licenses**

5. REGISTERING YOUR BUSINESS

- ☐ **If filling as a sole proprietor, visit the City's Clerk's Office to file for a "Doing Business Certificate" (DBA)**
- ☐ **If deciding to incorporate (INC.), Limited Partnership (LP), or Limited Liability Comp (LLC) file with the State.**

6. TAXES

- ☐ **Visit the City's Assessing Department**
- ☐ **Contact the MA Department of Revenue to fill-out the state tax forms for your business and get a sales tax registration number and Certificate**
- ☐ **Contact the Internal Revenue Service(IRS) to obtain a federal tax identification number (FIN) for your business**

7. INSURANCE

- **Contact your insurance carrier to assist you in finding the right coverage for your business's assets**
- **Find the right Health Insurance coverage for you and your employees**

8. ADDITIONAL CONSIDERATIONS

- ☐ **Market your business**
- ☐ **Managing sales & bookkeeping**